



**KENTUCKY COUNCIL ON
POSTSECONDARY EDUCATION**

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Thomas D. Layzell
President

February 27, 2007

Dr. James Chapman
Interim Provost
Kentucky State University
400 East Main Street
Hume Hall
Frankfort, KY 40601

Dear Jim:

Thank you for submitting Kentucky State University's revised infrastructure plan. It provides us with more information than the original version and gives us a better idea of the changes that KSU will make to incorporate regional stewardship into the campus culture.

In terms of the mission, vision, and strategic priorities, it is clear that President Sias is promoting stewardship through various venues. And the draft vision statement has a clear commitment to engagement. The university's commitment to engagement is also demonstrated through its commitment to use university funds for competitive grants and faculty release time related to engagement activities.

You have proposed the following deliverables and timelines:

- The mission statement will be revised within 90 days.
 - The proposal says that, "During a meeting on December 19, 2007, with CPE Administrators, it was brought to the University's attention that the above proposed mission statement needs to incorporate a statement that reflects 'public engagement with a subset of targeted needs identified by a representative regional group.'" Please note that we understand that the current mission statement was adopted in October 2006 and that we suggested that the concept of stewardship be incorporated into future revisions. It is not necessary to change your current mission statement at this time.
- Take an amendment to the Board of Regents to change the promotion and tenure policy to include civic engagement/stewardship work as a criterion for faculty advancement.
- Regional stewardship and engagement will be incorporated into the campus five-year strategic plan, which will be completed by April 2007. As part of this process, the university is reviewing all areas with outreach and engagement functions that may be subsumed under the umbrella of regional stewardship.



- University funds for competitive grants and faculty release time to promote stewardship activities will be available by July 2007.
- The regional stewardship director will work with deans, chairs, the faculty senate, and other campus leaders to ensure that all campus by-laws, policies, and standard operating system manuals specify goals, criteria, standards, and performance measures related to stewardship. This will be completed by December 2007.
- The Regional Stewardship and Public Engagement Office will initially have a full-time director, archivist, and administrative assistant. No timeline was presented for the start-up of this office.
- The regional stewardship director will work with campus officials to ensure that all recruitment materials reflect commitment to engagement. Recruitment materials for faculty positions will include engagement as a criterion, starting with announcements for summer and fall 2007.
- A plan for faculty release time will be devised by August 2007.
- As part of the curriculum revision process, there will be a focus on incorporating service learning into core classes of the Integrative Studies Program. No completion date was proposed.
- The Office of Institutional Research and Effectiveness will design the data collection and reporting systems for documenting engagement activities. No timeframe was proposed.
- The Office of Institutional Research and Effectiveness will develop survey instruments that will help gauge the position of the community on a number of issues relative to improvements to the community. No timeframe was proposed.
- The university has already developed indicators of the effectiveness of their engagement activities.
- The Regional Advisory Committee will be chosen by June 2007 from a regionally representative pool of potential members.
- The current curriculum revision process will be modified to include adapting service learning into the core Integrative Studies Program curriculum. Faculty professional development will be provided in spring 2007 to support this integration with curriculum revisions beginning in fall 2007.

These are impressive steps in improving the campus infrastructure to support regional stewardship. There are some areas, however, that require further detail. If you could **briefly respond to these questions in a letter and Email by March 7 we can meet the deadlines for presenting the proposal to the Council's Quality and Accountability Policy Group on March 20.**

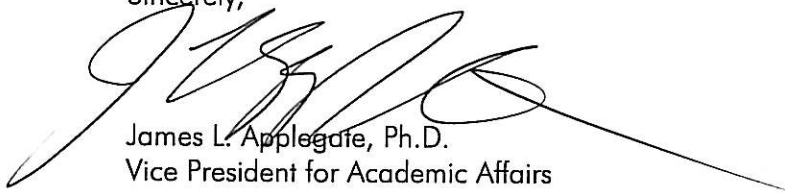
- What activities will be undertaken to incorporate regional stewardship into unit goals and performance measures? What is the timeline for these activities?
- Ongoing professional development activities will be offered to faculty and students through lectures, workshops, and departmental and faculty meetings. What is the focus of this work? Will it clearly differentiate service and volunteer programs from those targeting service learning and engaged research?
- The administration will ensure that all systems of evaluation contain engagement as a criterion for performance evaluations. What is the expected timeline?
- The proposal states that the administration has and continues to urge the faculty senate to adopt a policy that will further incorporate community service in course curricula. Is there a date by which you expect to effect these changes?
- The administration envisions that each student will be required to submit a paper on their engagement activities as a graduation requirement. What is the timeframe for instituting this requirement?

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- What is the university's role in the Regional Advisory Committee? Will campus leaders serve on the committee? Will faculty or administrators serve on sub-committees? Will the university provide staff support for the committee?

Again, there is no need to send a revised proposal. We request that you address each of the requests for additional information in an Emailed and mailed letter to Jim Applegate (jim.applegate@ky.gov) by March 7. This tight deadline is necessary to ensure that KSU's plan will be on the Quality and Accountability Policy Group's agenda for the March 20 meeting.

Sincerely,



James L. Applegate, Ph.D.
Vice President for Academic Affairs

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